

Minutes: Leesburg Planning Commission August 30, 2001

The Leesburg Planning Commission met on Thursday, August 30, 2001 at 7:00 p.m. in the Lower Level Conference Room at 25 West Market Street, Leesburg, VA. Staff members present for the meeting were Lee Phillips, Randy Hodgson, Brian Boucher, Kaj Dentler and Jennifer Moore.

CALL TO ORDER:

The meeting was called to order at 7:02 p.m.

ROLL CALL:

Present: Chairman Vaughan
Vice-Chairman Cable
Commissioner Kennedy
Commissioner Minchew
Commissioner Werner
Commissioner Zawacki
Commissioner Schonberger
Absent: Councilmember Umstattd

AGENDA:

PARKS AND RECREATION MASTER PLAN:

Kaj Dentler, Director of Parks and Recreation gave a short presentation regarding different park plans for the Town.

ZONING ORDINANCE SCHEDULE:

Brian Boucher, Zoning Administrator discussed the Zoning Ordinance Schedule. Mr. Boucher stated that he would have a firm schedule at the next Planning Commission meeting.

COMPREHENSIVE TOWN PLAN:

Randy Hodgson, Chief of Comprehensive Planning spoke about the update for the Comprehensive Plan. Mr. Phillips asked that this be brought up again at the January 17th Planning Commission meeting.

SUBDIVISION AND SITE PLAN ADMINISTRATIVE APPROVAL:

Mr. Phillips discussed the Council's request for the Planning Commission to turn over Subdivision and Site Plan Administrative Approval to the staff.

COMMISSION SERVICE AWARDS – FLOWERPOTS:

Commissioner Kennedy is handling this item. He believes that they should be ready in about four weeks.

CITIZEN'S ACADEMY:

No information on this item yet. Vice Chairman Cable and Commissioner Werner are working on this item.

FISCAL IMPACT PROCESS:

Commissioner Zawacki stated that he would like the Town to develop their own fiscal impact model. Staff said that they would check with the Finance Department and would put that item on the work list. Commissioner Zawacki stated that if the Town does not develop its own model, he would at least like the Finance Department to look at fiscal analysis statements when they come in.

INFILL LISTING:

Mr. Phillips stated that the Commission has been presented with an infill map. Vice Chairman Cable stated she wants the staff to continue to look at this. Mr. Phillips stated that this would probably be addressed during the UGA Study.

COMMISSION RECOMMENDATIONS TO COUNCIL IN WRITING:

The Commission decided that they would send recommendations to the Council when they feel that additional information is needed.

GIS OVERVIEW:

Mr. Phillips stated that the staff and the County would be giving a GIS presentation to the Council in the future and the Planning Commission will be invited to attend. The Commission also agreed to draft a resolution of support to the Council for the GIS system.

SCHOOL STUDENT GENERATION FORMULA:

Staff said that they would ask Sam Adamo to present something to the Commission showing how the student generation formula is done.

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ANNUAL REPORT:

The Commission agreed that they would take care of this in December.
Commissioner Schonberger agreed to help Chairman Vaughan with this task.

WEBSITE/AGENDA/MINUTES:

Staff had already taken care of this item.

COMMISSION INPUT TO BUDGET:

Staff stated that they would include the Commission in the budget when the time comes.

BYLAWS ON WEBSITE:

Staff had already taken care of this item.

COMMISSION RECOMMENDATIONS TO BAR:

The Commission decided that they would do this on an as needed basis.

COMMISSION CALENDAR:

The Commission decided that they would not meet on Thursday, July 4, 2001.
They also agreed that a make up meeting would be scheduled if needed. The Commission also agreed that they would not meet the third Thursday in August.

ADJOURNMENT:

There being no further business the meeting adjourned at 9:12 p.m.